

APPENDIX N

STANDARD SYNOPSIS FORMAT FOR A-E SERVICES

FAR 5.207(a) specifies a standard 19-item format for synopses. Most items are self-explanatory. Additional instructions are provided below for Items 6, 8, 17 and 18 to standardize synopses for A-E services throughout USACE. Do not refer to Numbered Note 24 (see FAR 5.207(f)) in A-E synopses since information in the note may conflict with the selection criteria and submission requirements. The substance of Numbered Note 24 is incorporated in this standard synopsis format.

ITEM 6. CLASSIFICATION CODE

All A-E services, except for surveying and mapping, will be listed under Service Code C (Architect and Engineering Services). Surveying and mapping contracts will be listed under Service Code T (Photographic, Mapping, Printing, and Publication Services), except those exclusively for boundary surveys, which will be listed under Service Code R (Professional, Administrative, and Management Support Services).

ITEM 8. SUBJECT

Title of proposed A-E contract in capital letters such as "DESIGN OF GENERAL PURPOSE WAREHOUSE, FT. RUCKER, AL" or "INDEFINITE DELIVERY CONTRACT FOR GEOTECHNICAL ENGINEERING WITHIN THE VICKSBURG DISTRICT." Include the location of project if the contract is for a specific project. Include the geographic area for an indefinite delivery contract.

ITEM 17. DESCRIPTION

The description will be divided into the following four standard parts:

CONTRACT INFORMATION. Include as appropriate:

- Include an introductory statement as follows:

“This contract(s) is being procured in accordance with the Brooks A-E Act as implemented in FAR Subpart 36.6. Firms will be selected for negotiation based on demonstrated competence and qualifications for the required work.”

- General nature of A-E services, such as design, studies, surveying and mapping, facilities master planning, or construction phase services. Do not use the terms "Title I" or "Title II", which are obsolete and have no statutory or regulatory basis.
- North American Industrial Classification System code, and size standard.
- Set-aside restrictions, if applicable. Also indicate in Item 19.

- Type of contract, such as FFP, ID, or CPAF.
- Number of contracts. If multiple contracts, state how rank of firms will relate to award of contracts.
- If multiple ID contracts, state method to be used to allocate task orders among contracts when two or more ID contracts contain the same or similar scopes of work such that a particular task order might be awarded under more than one ID contract. See EFARS 16.505 for guidance.
- Anticipated start and completion dates of the contract.
- Proposed contract options, such as final design, construction phase services, or option periods for an ID contract.
- Maximum contract amount, maximum task order amount (if applicable) and contract duration for an ID contract.
- Subject to availability of funding statement (if applicable)
- Range of estimated A-E contract price, if construction costs are not applicable. Use the ranges in FAR 36.204 and DFARS 236.204.
- Subcontracting plan requirements and goals for large businesses if the contract price is estimated to exceed \$500,000. Include percentage goals for SB, SDB, woman-owned SB, veteran-owned SB, service-disabled veteran-owned SB, and HUBZone SB.
- Applicability of the Service Contract Act (FAR 22.10).
- Requirement for registration in Central Contractor Registration.

PROJECT INFORMATION. Include as appropriate:

- Brief description of the project and/or A-E services. Do not include selection criteria in this description, such as necessary disciplines and special experience requirements.
- Description of deliverables. See Tri-Service Standards for A-E CADD and GIS deliverables.
- Additional information on the geographic area of work for an ID contract, if not clear from Item 8, Subject.
- Range of estimated construction cost, if applicable. Use the ranges in FAR 36.204 and DFARS 236.204.

SELECTION CRITERIA. List all selection criteria in relative order of importance following the general FAR and DFARS selection criteria. State any justifiable minimum

qualifications (such as minimum number of years of experience, minimum number of projects, or minimum number of personnel in a discipline). *Include only selection criteria that will be true discriminators in determining the most highly qualified firms.*

Begin this part with a statement similar to the following:

"The selection criteria for this particular project are listed below in descending order of importance (first by major criterion and then by each sub-criterion). Criteria a-f are primary. Criteria g-i are secondary and will only be used as "tie-breakers" among firms that are essentially technically equal."

Typical selection criteria include¹:

a. Specialized Experience and Technical Competence:

- Experience of firm and its consultants in certain types of projects and/or features of work.
- Experience in energy conservation, pollution prevention, waste reduction, and the use of recovered materials, as appropriate.
- Experience of the prime firm and significant subcontractors in working together.
- Experience in adapting standard design packages.
- Specific technical capabilities, such as construction cost estimating or materials testing.
- Knowledge of specific laws and regulations.
- Compatibility with specific CADD equipment, and format of required CADD products.
- Knowledge of certain design criteria.
- Design quality management approach.
- Specialized equipment requirements.
- Knowledge of a foreign language.

¹ The criteria are listed in the order of importance which is usually most appropriate, however they may be ordered differently as warranted for specific contracts.

b. Professional Qualifications:

- Professional and supporting disciplines, including registration or licensing requirements.
- Specific experience and training for certain personnel.

c. Past Performance: State this criterion similar to the following:

" Past performance on DoD and other contracts with respect to cost control, quality of work, and compliance with performance schedules, as determined from ACASS and other sources."

d. Capacity to Accomplish the Work:

- Ability to meet the schedule of the overall project and/or certain phases.
- Ability to provide a minimum number of teams or crews for surveying, inspections, data collection or similar services.
- Ability to accomplish a certain number of task orders simultaneously for an ID contract.
- Minimum number of personnel in a certain discipline to be assigned to the project, when appropriate.
- If schedule is critical for the project, say so.

e. Knowledge of the Locality: Specific knowledge of certain local conditions or project site features, such as geological features, climatic conditions, local construction methods, or local laws and regulations. A general desire for a local firm must be translated into specific required knowledge of the locality.

f. SB and SDB Participation: Include this as a secondary criterion in all unrestricted synopses. State similar to the following:

"Extent of participation of small businesses (including women-owned), small disadvantaged businesses, historically black colleges and universities, and minority institutions in the proposed contract team, measured as a percentage of the total estimated effort."

g. Geographic Proximity: Proximity should normally only be used as a selection criterion for small or routine projects and ID contracts in support of a specific installation(s). If used, this criterion should be secondary and stated similar to the following:

"Location of the firm in the general geographical area of _____."

h. Equitable Distribution of DoD Contracts: This is a secondary criterion to be included in all synopses. State similar to the following:

" Volume of DoD A-E contract awards in the last 12 months, with the objective of effecting an equitable distribution of DoD A-E contracts among qualified firms, including SB and SDB."

SUBMISSION REQUIREMENTS. Do not include any selection criteria in this part. Begin this part with a statement similar to the following:

"Interested firms having the capabilities to perform this work must submit ____ copies of SF 255 (11/92 edition) and ____ copies of SF 254 (11/92 edition) for the prime firm and all consultants to the above address not later than the response date indicated above. Solicitation packages are not provided. This is not a request for proposal."

Indicate any additional submittal requirements or instructions such as:

- Specific instructions for completing certain blocks of the SF 254 or SF 255.
- Information to include in SF 255, block 10, such as design quality management plan (DQMP), organization chart, or description of capabilities and equipment.
- Requirement for in-person presentations by the most highly qualified firms for significant projects.
- The specific address for delivery of the submission.
- Any page limitations.
- Selection and notification schedule.

ITEM 18. PLACE OF CONTRACT PERFORMANCE

Generally, this item is not applicable since most A-E services are performed in the A-E contractor's office. However, indicate in this item if the A-E contractor will be required to perform a significant amount of work at the project site.